

Connecticut Department of Transportation

CONSULTANT PREQUALIFICATION INFORMATION

General Information

The Connecticut Department of Transportation (Department) prequalifies consulting firms annually in accordance with Connecticut General Statutes, Section 13b-20e. In order to become technically prequalified to provide consulting services for the Department in any calendar year, firms must submit the appropriate credentials and qualifications, in the required format, by November 15th of the previous year.

The Department will analyze all submittals postmarked by the November 15th deadline and shall determine those consultants that are qualified to perform the services established by the Department, in the categories requested by the firm, by January 1st of the following year.

Only the specific categories listed on the Prequalification Checklist will be considered for prequalification. All consultant projects where there is no prequalification category will be solicited through public notice and are open to all interested firms. For all consultant projects that do fall into a listed prequalification category, a solicitation will be extended to the firms that are prequalified in that category notifying them of the project needs, and the form and content required for a letter of interest submittal. Only those firms that are prequalified in that calendar year, in the particular category will be eligible to submit a letter of interest. Please be advised that firms must also be prequalified in the particular year a shortlist is finalized and/or a selection is made.

Instructions for all Prequalification Submissions

Any consultant firm that desires to provide consultant services to the Department shall submit one complete copy of the following information, in the required format, concerning its qualifications and experience:

1. A cover letter requesting prequalification in the specific categories checked in the Prequalification Checklist.
2. A Prequalification Checklist for the appropriate year that indicates both the categories your firm is requesting and the items that you have included copies of in the final section of your submittal.
3. A completed Annual Prequalification Submittal Form (rev 9/06).
4. A separate section for each category that prequalification is being requested indicating the firm's relevant experience. Key personnel (project managers, senior staff, inspectors) that are most likely to be used on Connecticut projects must also be listed in each specific category section.
5. A separate section with key personnel resumes. One resume should be included for each key person that is listed in the specific category sections.
6. A final section with copies of the required corporate and individual key personnel licenses, certifications, and registrations that show their status is in current standing.

Please send one copy of your prequalification submittal package to the:

Connecticut Department of Transportation
CONSULTANT SELECTION OFFICE
2800 Berlin Turnpike, P.O. Box 317546
Newington, Ct 06131-7546
ATTN: Ms. Simone Cristofori

All submittals must be complete and received at the above address by 4:00 p.m. on November 15, 2006 or postmarked by November 15, 2006 and received within 14 days. Incomplete submittals will not be considered. Questions may be referred to the Consultant Selection Office at (860) 594-3017.

In selecting a consultant firm for a particular project, the Department will be guided by the evaluation criteria set forth in Sections 13b-20b through 13b-20k of the Connecticut General Statutes. In addition, assessment of documentation completeness may be the basis for a Consultant Evaluation and Selection Panel's determination that a firm is not available for selection.

Should your firm be selected for an assignment, proof of Insurance Coverage will be required to be submitted within seven (7) days of receipt of the Selection Letter. Insurance coverage must be submitted on the following Departmental Insurance Forms: DOT (CON-32) Form for Commercial General Liability, Automobile, Valuable Papers and Records, Railroad Protective Liability and Workers Compensation Insurance (if applicable); and the short 8 1/2 x 11 DOT(DOC 001) Form for Professional Liability coverage. Insurance companies must be licensed to do business in the State of Connecticut. For further information, contact: Ms. Valerie Joyner at (860)594-2206.

The following notification is being provided so that all firms are aware of the requirements that are mandatory prior to a potential consultant firm entering into the negotiations process of a contract: Firms must have a burden, fringe and overhead rate audit approved by the Department; an affirmative action plan approved by the Department; and registration to conduct business in the State of Connecticut with the Office of the Secretary of State. Do not attach these items in your prequalification submittal package. These items are not due at the time of prequalification, but are necessary prior to the Department entering into a contract with a firm. If these items are not in place when the Department is ready to move into the negotiations phase of a contract, the Department may go to the next firm on the final selection list. For further information on these items and instructions for submittals, please contact the appropriate individuals or offices listed below.

Affirmative Action Plan information, contact: Ms. Mary Ann Baio (860) 594-2167

Burden, Fringe and Overhead Rate Audit information, contact: Mr. Gerry Dobek (860) 594-2186

Registration with the Office of the Secretary of State information: (860)509-6002
(See Connecticut General Statutes, Sections 33-922, 33-636, 33-953 and Public Act 95-252.)

You are also notified that you will need to provide the Department with a Certificate of Authorization which empowers the official to sign on behalf of the corporation, partnership, limited liability company, etc., when an agreement is forwarded to your company for signature. For further information, contact Ms. Valerie Joyner at (860) 594-2206.

It is the responsibility of the firm to keep all required items current. The Department will not be responsible for notifying any firm that documents and/or licenses, certifications and registrations have expired.